

memorandum

*FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY*

To/MS: Master Management

From/MS: Robert S. Vrooman, FSS-15, MS G733

Phone/FAX: 7-5897/5-5566

Symbol: FSS1597-RV-005

Date: January 22, 1997

SUBJECT: FIVE AND THIRTY DAY RESTRICTIONS FOR ESCORTING

In 1992, Safeguards and Security issued a supplement to the internal Security Orders that restricted uncleared contractor employees from being escorted into cleared areas for more than thirty days. The original intent of the rule was to ensure that uncleared individuals were not in cleared areas as a convenience, but as a matter of necessity and for major construction contracts only. As the Laboratory's use of external vendors has increased and more subcontractors need occasional access to cleared areas in order to perform service work, this restriction has forced vendors to renew escort forms every thirty days for often the same individuals.

At the same time an internal restriction limited escorting uncleared employees to five days; this restriction was lifted in 1996, and uncleared employees are now treated the same as sub-contractors.

Effective immediately, the time limitation for escorting uncleared employees or subcontractors into cleared areas is extended to 90 calendar days. This should alleviate a great deal of unnecessary paperwork. The on-line 864 form has been modified to extend the limit of a proposed visit to 90 days.

Please note that uncleared employees may not be assigned to a permanent work station in a cleared area. They may enter a cleared area under escort only to perform duties that could not otherwise be performed in their assigned uncleared area. Uncleared employees must be housed in an uncleared area.

A working group is in process of revamping the entire escort required process with the goal of eliminating the current 864 form and allowing groups to assign escort badges. You will receive additional information on the proposed change in the January/February timeframe. For questions, please call Paula Dransfield at 7-0662.

RSV:PD:pd